

EXECUTIVE COMMITTEE MEETING November 2, 2021 — MINUTES

Committee Members

Present

Mary Durham, Council Chair
Kimberly Blackmon
Gladys Cortez
Robert Schier III
Lora Taylor

Guests Present

Jennifer Bacak
Clair Benitez
Laura Marquez
Jacob Ulczynski

Staff Present

Beth Stalvey, Executive
Director
Scott Daigle
Lauren Gerken
Sabrina Gonzalez
Stacey Kaleh
Linda Logan
Evan Marczynski
Sylvia Medina
Richard Rendon
Mary Rochford
Fernando Rodriguez
Rey Valldejuli
Koren Vogel
Rosalin Willis

Council Members Present

Andrew Crim
Eric Shahid

Regional Coordinators

Present

Morgan Bradley
Erin Fogarty
Rosa Guel
Skyler Mueller
Shelby Vaughn

Call to Order

The Executive Committee of the Texas Council for Developmental convened on Tuesday, November 2, 2021, at the TCDD offices, 6201 East Oltorf, Suite 600, Austin, TX 78741 as well as virtually using the Zoom platform. Council Chair Mary Durham called the meeting to order at 2:04 PM. A quorum was present.

1. Introductions

Committee members, staff and guests were introduced.

2. Public Comments

No public comments were offered.

3. Consideration of Minutes

The minutes were reviewed, and no additions or corrections were noted.

MOTION: To approve the minutes of the August 3, 2021, Executive Committee meeting as presented.

MADE BY: Lora Taylor

SECOND: Gladys Cortez

The motion **passed** unanimously. (November 2021 Meeting Materials, Tab 1)

4. **TCDD Quarterly Financial Report**

TCDD Director of Budget and Finance Rey Valdejuli reviewed the Summary of Funds for FY 2019 – FY 2022 and explained the new format of the reports. Valdejuli clarified the operating expenses and total grant expenses showing amounts obligated for each year. He also reviewed the stipend expenditures and individual expenses from current grantees.

5. **Continuation Grant Awards**

Chair Durham read a statement regarding Conflict of Interest prior to the consideration of continuation funding for grant projects, reminding members, staff, and guests to excuse themselves from the conversation if a conflict of interest exists.

Grants Management Director Rosalin Willis, along with Grants Coordinators Sylvia Medina and Richard Rendon, presented the executive summaries for three projects to be considered for continuation grant funding.

MOTION: To approve up to \$134,069 in continuation grant funding to Children's Disabilities Information Coalition for the second year of a five-year Leadership Development and Advocacy Training project.

MADE BY: Lora Taylor

SECOND: Robert Schier III

The motion **passed** unanimously. (November 2021 Meeting Materials, Tab 3)

MOTION: To approve up to \$99,306 in continuation grant funding to Family to Family Network for the second and final year of a Planning Ahead for Financial Support and Security project.

MADE BY: Robert Schier III

SECOND: Gladys Cortez

The motion **passed** unanimously. (November 2021 Meeting Materials, Tab 3)

MOTION: To approve up to \$131,097 in continuation grant funding to West Central Texas Council of Governments for the second year of a five-year Sexual Assault Prevention and Response project.

MADE BY: Lora Taylor

SECOND: Robert Schier III

The motion **passed** unanimously. (November 2021 Meeting Materials, Tab 3)

6. **Grants Activities Reports**

Grants Management Director Willis discussed the Grants Monitoring Report that featured 35 active projects. There were no new projects starting during the quarter, five projects ended during the quarter, and six projects moved into the final year of funding. Willis noted that two projects extended budget periods due to COVID-19

complications and eleven projects will be considered for continuation funding at the February meeting.

Willis reviewed the Independent Audit Status Report noting two new reviews submitted during the quarter from Alamo Area Council on Governments and The Arc of Texas. Willis also reviewed the Risk Assessment report with a new format based on recommendations from internal audit activities. The report groups the grantees by risk level and lists the risk factors to determine each grantee's level. Committee members offered compliments of the new format.

7. Texas Administrative Code Rule Review

Executive Director Beth Stalvey reviewed the process to make amendments to rules regarding TCDD. Following Council approval at the August meeting, revisions to the Texas Administrative Code Title 40, Part 21, Chapter 876 which relates to General Provisions of the Council and Chapter 877 which relates to Grant Awards were posted in the Texas Register for a 30-day comment period and no comments were received. These revisions update references to the Public Information Act, current language of Request for Applications instead of Proposals, references to the TCDD Grants Manual, and clarification of the Confidentiality of Records. The amendments can now be adopted by the Council.

MOTION: To recommend Council adoption of revisions to the Texas Administrative Code Title 40, Part 21, Chapter 876 which relates to General Provisions of the Council and Chapter 877 which relates to Grant Awards for public comment.

MADE BY: Lora Taylor

SECOND: Gladys Cortez

The motion **passed** unanimously.

8. Proposed Revisions to Council Policies and Procedures

Executive Director Stalvey reminded member that Council Policies and Procedures are the internal implementation and execution of the Texas Administrative Code. She presented draft revisions to Council Policies and Procedures which included minor word changes and clarifications similar to the TAC revisions. There were also proposed revisions to procedures for Council member travel which update to current Comptroller and TEA procedures. Stalvey explained that all revisions require a 10-day notice to Council members so they can be considered by the Council at the February 2022 meeting if recommended by the Committee.

MOTION: To recommend Council approval of revisions to the Council Policies and Procedures.

MADE BY: Gladys Cortez

SECOND: Robert Schier III

The motion **passed** unanimously.

9. **Chair's Report**

Chair Durham reported expected absences of:

- Michael Peace
- Maverick Crawford
- Representatives from Disability Rights Texas
- Holly Riley (HHSC – Older Americans Act program) – Wednesday only
- Jennifer Hines (Texas Workforce Commission) – Wednesday only

Erica Brown has been designated as the representative from Health and Human Services Commission – Medicaid Programs but she has not been through orientation and is therefore not eligible to vote.

10. **Executive Director's Report**

Executive Director Stalvey reported that one speaker awarded during the quarter:

- The Arc of Harris County: Speaker stipend for up to \$1,600 for the 6th Annual Positive Futures Conference on November 12, 2021, in Houston, via Zoom.

She also reported four stipends awarded with Centers for Disease Control funding for Covid-10 vaccine access for up to \$15,000 each to the following organizations:

- The Harris Center for Mental Health and IDD
- Imagine Enterprises
- Educational Programs Inspiring Communities
- Alamo Area Council of Governments

Stalvey provided staff updates to include the resignation of Grants Coordinator Robert Garcia and Communications Director Stacey Kaleh. She noted the selection of Erin Fogarty as the Regional Coordinator in the Dallas region.

11. **Conflict of Interest Disclosure**

Committee members reviewed updated conflict of interest disclosure information for Council members and staff. No concerns were noted.

12. **Other Updates**

The next scheduled Executive Committee meeting will be held in conjunction with the Council meetings scheduled for February 2-4, 2022.

Adjourn

Chair Durham adjourned the Executive Committee at 3:43 PM.

Beth Stalvey, Secretary to the Council Date